

A BYLAW OF THE TOWN OF WESTLOCK, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AND GOVERN THE OPERATION OF THE COMMUNITY EVENTS COMMITTEE.

WHEREAS pursuant to Sections 145(a) and 146(b) of the Municipal Government Act; R.S.A. 2000, c. M-26, Statutes of Alberta, and amendments thereto, a Council may pass bylaws in relation to the establishment and functions of council committees, and

WHEREAS Council wishes to establish a Community Events Committee to advise and actively participate in the coordination and promotion of community events that showcase the Town of Westlock.

NOW THEREFORE pursuant to the provisions of the Municipal Government Act, the Council of the Town of Westlock, duly assembled, enacts as follows:

1. **TITLE**

This bylaw may be cited as "Community Events Committee Terms of Reference."

2. **DEFINITIONS**

The following terms are defined below:

"Act" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended.

"Administration" means the employees of the Town of Westlock.

"Westlock" means the area within the legal boundaries of the Town of Westlock.

"Chair" means the Chair of the Community Events Committee as appointed by Council pursuant to this Bylaw.

"Committee" means the Community Events Committee.

"Communications and Marketing Coordinator" means the individual appointed to that position and employed by the Town of Westlock.

"Council" means the Council of the Town of Westlock.

"Councillor" means the member(s) of Council appointed to the Committee at the annual Organizational Meeting.

"Director, Community Services" means the individual appointed to that position and employed by the Town of Westlock.

"Member" means a member of the Community Events Committee appointed pursuant to this bylaw.

"Town" means the Municipal Corporation of the Town of Westlock.

"Town Liaison" means the Community Services Department person appointed to that position and employed by the Town of Westlock.



"Municipal Clerk" means the individual appointed to that position and employed by the Town of Westlock.

"Organizational Meeting" means the meeting held annually for Council to appoint Councillors to various Boards and Committees.

3. ESTABLISHMENT

The Community Events Committee is hereby established with the following responsibilities:

1. Create an Annual Plan for community events with project budgets and recommendations for the upcoming budget year to be submitted by June of each year to Administration.
2. Evaluate and advise based on budgets, community surveys, volunteer feedback, and vendor feedback on Committee-related events.
3. Encourage other community groups and residents of Westlock to actively become involved in the organization of community events.
4. In coordination with the Town Liaisons, ensure that all available media outlets, including social media, are actively used for promotion of events and recruitment of volunteers.
5. Support the Town's Strategic Plan by assisting the Town Liaisons as required in promoting events organized by the Committee.
6. Contribute to the promotion and advertising of local community events organized by groups other than the Community Events Committee. Interested groups need to contact the Town Liaison and decisions will be made by the Community Events Committee after the group presents to the Committee.
7. Ensure all Committee documentation is made available to community members, Council, and Administration upon request.
8. Review and approve an annual evaluation and provide recommendations of promotional activities to Council and the public.
9. Establish a sub-committee to review and, if necessary, update and propose amendments to the Community Events Committee Terms of Reference annually in September to ensure relevance.

The Committee has no power to direct work or expend funds other than funds specifically allocated by Council.

4. MEMBERSHIP AND TERM

The members of the Committee should include a cross-section of the community of Westlock as well as a Councillor. Public members must be residents of Westlock or Westlock County.

1. The Committee will consist of up to seven (7) members, including one (1) from FCSS, one (1) from the Chamber of Commerce, four (4) public members and one (1) Councillor (with an alternate).
2. Public member appointments shall be for a two-year term. The Chair, through the Community Services Liaison shall advise the Municipal Clerk in writing of any



Committee resignations.

3. Councillor appointments shall be for a one-year term, with Council appointing a representative and alternate at each scheduled Organizational Meeting.
4. The appointed Council member shall be the Committee Chair
5. The Committee will utilize event sub-committees and individuals outside the appointed membership to help fulfill its purposes.
6. The Committee shall elect a Vice-Chair, Secretary, and sub-committee members and advise the Municipal Clerk of same.
7. If an appointed member is absent from three (3) consecutive meetings without being excused by a majority vote of the Committee, the position shall be deemed forfeited by the member; and, the Chair shall advise the Municipal Clerk in writing of same.
8. Appointed members will be contacted by the Municipal Clerk prior to the expiration of their term and will need to re-apply for an additional term.

5. MEETINGS AND QUORUM

1. The Committee shall hold regular meetings quarterly at the location identified by the Town Liaison. Meetings will not be held in July and August. A special meeting may be called by:
 - a majority of the voting members, in writing,
 - the Chair, or
 - a Town Liaison.
2. For a Committee Meeting quorum to be achieved, more than half of the current members, including the Chair or Vice-Chair, must be present. If quorum is not achieved within 15 minutes of the scheduled meeting commencement time, the meeting will proceed with informational updates, but all voting business will be deferred to next scheduled meeting.

6. FUNCTIONS AND RESPONSIBILITIES

Chair

The Chair shall be appointed by Council at an Organizational Meeting for a period of one (1) year. Responsibilities include the following:

- Chair all regular Committee meetings, and any special meetings of the Committee, according to the agenda and time available,
- ensure all discussion items end with a decision, action, or definite outcome,
- collaborate with the Town Liaison to present regular events presentation for Council,
- orientation of new members, in coordination with the Town Liaison,
- act as spokesperson for the Committee, with guidance from the Town Liaison and Communications and Marketing Coordinator, and



- send all proposed Terms of Reference amendment documents to the Town Liaison and Municipal Clerk.

Vice Chair

The Vice-Chair shall be elected by the Committee for a period of two years. Responsibilities include the following:

- provide support to the Chair, and
- lead Committee meetings when the Chair is not available.

Secretary

The Secretary shall be elected by the Committee for a period of two years. Responsibilities include the following:

- take minutes at each meeting,
- distribute minutes to all Committee members within a week of the meeting once the minutes have been reviewed by the Chair, and
- send draft minutes to the Town Liaison who will then forward to the Municipal Clerk for distribution to Council.

Councillor

The role of the Councillor is to:

- provide updates from Council to the Committee on issues relevant to the Committee's purpose,
- represent Council as a whole, and
- update Council on Committee activities as required.

Event & sub-committee member

The role of the sub-committee member is to:

- with the Town Liaison, review the previous year's event evaluation and assist in the organization of the event,
- recruit volunteers to the sub-committee,
- review past and current event budgets,
- attend Committee meetings and provide relevant updates on the event plans to the Committee,
- coordinate and assist volunteers during the event, and
- provide input for a written evaluation of the event and present evaluation to the Committee.



7. ADMINISTRATIVE SUPPORT

1. Staff resources shall be coordinated through the Town Liaison to the Director, Community Services, who will ensure resources are allocated as appropriate and reasonable.
2. Town Liaison will:
 - be responsible for coordinating, advising, and executing all aspects of the Community Events Committee related plans and events as needed,
 - Schedule meetings and notify Committee members; prepare agendas in consultation with the Chair, and distribute the agenda one week prior to the meeting,
 - send draft meeting minutes to the Municipal Clerk for distribution to Council,
 - act as the liaison between Administration and the Committee,
 - prepare annual events presentation for Council in collaboration with the Chair,
 - coordinate event advertising, and
 - coordinate sponsorship requests.
3. Resources will be allocated in accordance with the annual budget, with the Town Liaison authorizing all Committee expenditures.

8. FORCE AND EFFECT

1. This Bylaw shall take full force and effect on third and final reading.

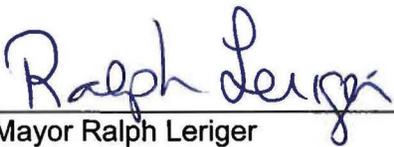
Read a first time this 27th day of September 2021

Read a second time this 27th day of September 2021

Unanimous consent for third and final reading this 27th day of September 2021

Read a third time and passed this 27th day of September 2021

Signed by Mayor and CAO this 28th day of September 2021



Mayor Ralph Leriger



CAO Simone Wiley